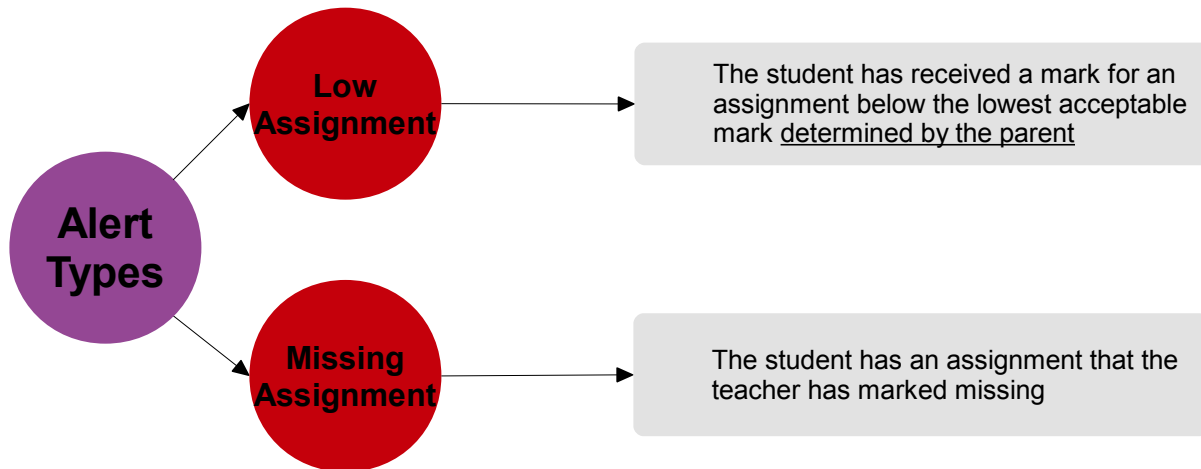


ProgressBook: Parent Alerts Setup

What are Parent Alerts?

Parent Alerts are an **optional** email notification feature of ProgressBook Parent Access. There are two types of alerts that a parent may receive: (1) Low Assignment Alert and (2) Missing Assignment Alert. Currently, this feature will be utilized at Brooklyn High School and Brooklyn Middle School. The system will send 1 email out daily at 6:00 p.m. to subscribed email addresses if assignments posted in a teacher's gradebook meet one of the criteria for the alert.



Manage Alerts

You must log in to your account on the Parent Access Web Site to subscribe to the available alerts. To setup your account to receive the email alerts:

1. On the **Manage Alerts** section of the **My Account** tab, select the check box next to the alert you want to receive for each student that is associated with your account. (If you choose to unsubscribe later, simply remove the checks from the boxes.)

Note: If your student's school (Brookridge) does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school." Currently, Brooklyn Middle School and Brooklyn High School will be sending alerts.

Note: If you have not previously saved an email address for alerts, the email address you use for your Parent Access Web Site account displays in the first Email address field.

2. Type the **email address** to which you want the alerts sent in the Email address fields.

Note: You may enter up to four email addresses and can update them at any time.

3. Click **Save**.
If you have not entered at least one email address, the following message displays "Alerts cannot be sent without an email address. Please enter your email address."

Please check the alerts you wish to receive

Missing Assignments
 Low Assignment Marks

Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:

Establish Settings for Low Assignment Marks Alert

1. If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.
2. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed.
Note: NA displays in the Grade column of a class if the low mark alert is not available at this time for these classes.
3. Click **Save**.
4. Close the Low Mark Alerts window.

Class	Grade
Band A	A
Band B	
Honors Current Historical Per	
Honors English IVA	
Honors English IVB	
Honors Physics A	
Honors Physics B	
Honors Spanish IVA	
Honors Spanish IVB	
Sociology	
Statistics A	
Statistics B	
Study Hall	
Study Hall	
Teaching Professions A	
Teaching Professions B	

Save

Select the mark in each class that represents the threshold you want to receive the low mark alert for if an assignment mark is equal to or falls below that grade .

Any alert type is sent only once for a specific assignment during a reporting period

- An updated alert will be sent during the scheduled time if a missing assignment turns into a low assignment.

Sample Parent Access Email Alert

ProgressBook@Inoca.org [ProgressBook@Inoca.org]
Sent: Monday, February 28, 2011 10:43 AM
To: Heidi Rhodes

You are receiving this email because you signed up for the following alerts:

[Redacted] has not turned in the following assignment(s):
* LANGUAGE ARTS 03: SAMPLE2-This is a 2nd tesst

[Redacted] has received a low mark on the following assignment(s)
* LANGUAGE ARTS 03: SAMPLE Assignment - this is a test

For more details, please log into [ProgressBook](#).

Please do not reply to this email. Mail sent to this address cannot be answered. If you do not wish to receive email alerts, please log into ProgressBook, click the 'My Account' link, then the 'Manage Alerts' tab to modify your settings.